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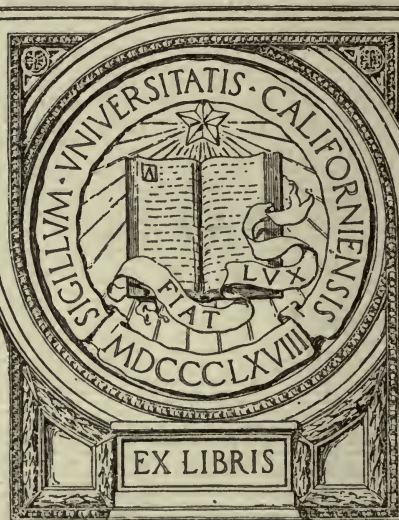
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**A CATECHISM**  
**ON**  
**VOCATIONAL EDUCATION**  
**IN**  
**WEST VIRGINIA**  
**UNDER**  
**THE SMITH-HUGHES LAW**



Prepared by  
**J. F. MARSH, State Director**

Issued by  
**THE STATE BOARD OF EDUCATION**

Charleston  
1921



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UNIV. OF  
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G. H. P.

## THE PURPOSE OF THIS BULLETIN

This bulletin is intended to answer many questions coming to the State Board of Education regarding vocational education in West Virginia under the Smith-Hughes Law; and, to give general directions and suggestions to teachers and officials who wish to take advantage of the provisions of the Federal and State laws relating to vocational education.

Material and directions in greater detail may be had on application to the state supervisors who are listed on p.— It is the hope of the author that this bulletin will make plain the general purposes, provisions, and workings of the Smith-Hughes Law for promoting vocational education as it applies to West Virginia.

Respectfully submitted,  
STATE BOARD OF EDUCATION,

J. F. Marsh, Secretary.

George M. Ford, President.  
Geo. S. Laidley,  
E. W. Oglebay,  
L. W. Burns,  
W. C. Cook,  
Howard M. Gore,  
Mrs. Lenna Lowe Yost.





## THE SMITH-HUGHES LAW—ITS PURPOSE.

**Q. What is the Smith-Hughes Law?**

A. It is a Federal law passed by Congress in 1917 intended to promote vocational education through Federal stimulation and Federal aid to the States for this purpose.

See p. — for the full text of the Smith-Hughes Law.

**Q. Why was this law passed?**

A. Congress felt that our educational system had fallen short of its opportunity by not providing more special training for the large army of persons who must go directly from the elementary schools and lower grades of the high schools to employment, and, for the hundreds of thousands of workers who desire to continue their education without giving up their positions as workers.

**Q. Does the law indicate a new tendency in our Government with respect to education?**

A. No, Congress under the Morrill, Adams, and Lever acts and several others has, for many years, provided assistance to the states to stimulate training in Agriculture and the Mechanic Arts. The Smith-Hughes Law is an extension of an old policy that has worked well.

## THE FEDERAL ORGANIZATION FOR VOCATIONAL WORK.

**Q. How is the Federal Law administered?**

A. By the Federal Board for Vocational Education (200 New Jersey Ave., Washington, D. C.), appointed by the President of the United States.

**Q. Does the Federal Board send representatives to local schools?**

A. Federal agents work only through state representatives. Experts are sent out by the Federal Board to check up the work of state officers in charge of vocational education. Their services may be secured by local schools through the State organization.

**Q. What is the attitude of the Federal authorities who administer the vocational law?**

A. Some persons have the impression that the Federal authorities are dictatorial and over-technical. In truth they have been very considerate and liberal in dealing with West Virginia. They allow every possible adjustment to local conditions so long as the purposes of the Smith-Hughes Law are being carried out.

## THE STATE ORGANIZATION FOR VOCATIONAL WORK.

**Q. Who has charge of vocational education in West Virginia?**

A. The State Board of Education is directly responsible for determining and carrying out the educational policy as it relates to vocational education under the Smith-Hughes Law.

**Q. What officers are directly responsible for supervising the different phases of vocational education?**

- A. The following table shows the state organization for 1921-1922:  
J. F. Marsh, Charleston, State Director.

Rachel H. Colwell, Morgantown, State Supervisor of Vocational Home Economics. (She will give only a small part of her time to the general supervision of the work. The State Board of Education hopes to announce the appointment of an assistant supervisor who will take charge of the field work in the near future.)

- C. H. Winkler, Morgantown, State Supervisor of Vocational Agriculture. (Others will assist Dr. Winkler, but he will be in position to answer all questions concerning this special subject.)

Geo. E. Hubbs, Charleston, State Supervisor of Trades and Industries. (Mr. Hubbs will give special attention to organizing and supervising industrial departments, part-time classes and evening schools in trade and industrial education.)

- A. C. Callen, Morgantown, State Supervisor of Mining Education. (He will have charge of a corps of extension teachers who will conduct evening classes for miners in different parts of the State.)

Edward S. Maclin, Morgantown, State Supervisor of Teacher-training in Industrial Subjects and Professor of General Vocational Education in the West Virginia University.

### HOW TO SECURE FEDERAL AND STATE AID.

- Q. How may local boards of education and school officials secure aid in vocational education?

- A. The general steps may be outlined as follows:

(1) Write to the state supervisor of the subject or subjects in which you are interested, asking for application form, regulations and suggestions. As a rule it will be possible to secure a visit from the state supervisor if the request is made in good time. If state and federal aid are desired, it is important that the state officers be advised in advance so that the work will be organized in accordance with federal and state laws. Funds cannot be reserved for classes unless the state officers know the demands in advance.

(2) When classes are organized in accordance with the suggestions given in (1) above, the proper state supervisors should be notified and requested to visit the classes and to furnish proper blanks for the necessary reports.

(3) A final report, simple in its nature, is required at the end of the year and should be sent on prescribed forms to the proper supervisor so that reports may be made to the Federal Board in accordance with the federal law.

- Q. How much aid is given for approval classes?

- A. As a general rule the local community pays one-half the salary

of the teacher, the other half being paid from the federal funds or from federal and state funds combined.

**Q. How is the check secured?**

A. The entire salary of the teacher should be paid in the ordinary way by the local board. At the end of the year or school a payroll in favor of the local board should be made out and forwarded to the proper state supervisor for approval. Then a check on the federal and state funds for reimbursement is drawn and sent to the treasurer of the local board, or the sheriff of the county to be credited to the fund from which approved vocational teachers were paid.

**Q. Will the payments always amount to fifty per cent of the salary of approved vocational teachers?**

A. Not necessarily. If the demands for vocational classes grow sufficiently, it may be necessary for the State Board of Education to pro-rate federal and state funds, or to offer a flat sum to be credited on the salary of approved teachers.

### FUNDS AVAILABLE FOR VOCATIONAL EDUCATION.

**Q. How much aid does the Federal Board give for Vocational Education in West Virginia?**

A. For the year 1921-22 the federal allotments to West Virginia will be as follows:

(1) For vocational agriculture.....	\$31,949.87
(2) For trade, industry and home economics .....	10,273.61
(3) For training vocational teachers.....	13,904.10

Total for state.....	\$56,127.58
State Appropriation for Vocational Education, 1921-22 .....	25,000.00

Total available for vocational education..... \$81,127.58

**Q. What special limitations are placed upon the use of these funds?**

A. Below are given some of the special divisions that must be made in the use of the funds allotted to the State by the Federal Government:

(1) Only twenty per cent of the fund for trade and home economics, (2) above, can be used for home economics.

(2) At least one-third of the same fund, (2) above, must be used for approved part-time classes or not used at all. West Virginia has not yet met the requirements for using all of this one-third.

(3) The teacher-training fund, (3) above, can be used only for training persons who are preparing to teach vocational classes. This training is offered at our State University, at local centers, and to individual teachers by itinerant instructors sent out by the state. West Virginia to date has been able to use only a part of the teacher-training fund because we do not



have enough vocational classes and schools to induce large numbers of persons to prepare specifically for vocational teaching.

(4) A good portion of the teacher-training fund is used for state supervision since the Federal Board rules that helpful supervision is one phase of teacher-training.

**Q.** Will any of the state appropriation be available for classes that do not meet Federal requirements?

**A.** It is hoped that local communities will match a large part of the Federal fund so that some of the state appropriation may be used for vocational projects that do not meet all of the requirements of the Smith-Hughes Law.

**Q.** May funds from private sources be used to match Federal vocational funds?

**A.** If such funds are turned over to the local board of education without condition and are thus converted into public funds, they may be used to match Federal payments.

#### TYPES OF WORK APPROVED.

**Q.** What general types of vocational work are approved for reimbursement?

**A.** A complete answer may be found to this inquiry by reference to the state plans in this bulletin (pp. — ).

**Q.** What are some of the most common types of work under these headings?

**A.** The following notes will answer this question in a general way:

(1) Agriculture—

- (a) Regular vocational departments in high schools, pp. —).
- (b) A few evening classes.

(2) Home Economics—

- (a) Regular vocational departments in high schools and some institutions offering secondary courses.
- (b) Evening schools for women who take special short series of lessons in some phase of cooking or sewing.

(3) Trades and Industries—

- (a) All-day department in high schools for young persons preparing for a definite trade (Parkersburg is planning to offer such a course in 1921-22).
- (b) Part-time classes for young persons who have entered employment and enrolled in courses to improve their vocational efficiency or civic intelligence. Persons who enroll in such classes must attend as much as 144 hours during the school year. (Wheeling conducted such classes in 1920-21.)
- (c) Evening classes giving short series of lessons to groups of workers in such subjects as:—

Automobile repair (for garage men only).

Industrial drawings suited to trade members of class.

Carpentry for carpenters.  
 Chemistry, etc., for nurses.  
 Millinery on industrial basis for women in that trade.  
 Shop mathematics adapted to trade members of class.  
 Applied chemistry.  
 Sheet metal work.  
 Oxyacetylene welding.  
 Pottery.  
 Blue print reading.  
 Sign making.  
 Mining.  
 Etc., Etc.

**Special Note:**—Persons interested should examine carefully the requirements set out in detail for the different kinds of vocational work in the state plans (page 11). The state supervisors will be pleased to furnish suggested courses of study and special assistance in organizing classes to persons making inquiry.

#### WHY SOME WORK IS NOT APPROVED.

**Q.** Why does the Federal Government not give aid to ordinary school work?

**A.** That question is in process of being answered by Congress in considering the provisions of what is generally known as the Smith-Towner bill. It must be remembered that the Smith-Hughes law was deliberately drawn with very narrow limitations for the purpose of giving aid to one small but neglected branch of our educational system.

**Q.** Is ordinary home economics work classified as vocational under the Smith-Hughes law?

**A.** Such work is highly commended by the Federal authorities, but is considered work that is taken care of in a normal way without any Federal aid.

**Q.** What is the difference between vocational work under the Smith-Hughes law and the ordinary work in such subjects as home economics, manual training, agriculture and commercial subjects?

**A.** As these subjects are usually taught in our high schools, they are classified as coming under the head of general training as opposed to training for persons preparing definitely for some trade or occupation. By examining the plans found in this bulletin it will be seen that Smith-Hughes classes must give approximately fifty per cent of the time to very specific laboratory or shop practice in the occupation for which the students are preparing.

#### Important Comment:

Persons in charge of schools should know that the Federal Government is in no way opposed to what might be termed old-line education.

Several of our school men have complained because Federal aid has not been allowed for such work not remembering that the small amount of Federal money given to the states is intended for what is termed "vocational education." The persons in charge of the Federal and state administration of the Smith-Hughes law are anxious that our school program be well balanced and that no impression go abroad that we have a "hobby" or that we are opposed to the general school program that is essential for the general training of all young Americans.

## WHAT WORK HAS BEEN DONE IN THE STATE.

**Q.** To what extent has vocational education under the Smith-Hughes law been carried out in West Virginia?

**A.** A complete report for the year 1919-20 may be found in the printed report of the State Board of Education. It is not the purpose of this bulletin to serve as a report, but the following statement will give a general idea of the approved vocational work done in the year 1920-21:

(1) Num. high schols with regular vocational agricultural departments .....	32
(2) State institutions with regular vocational agricultural departments .....	5
(Keyser, Concord, Shepherd College, Collegiate Institute, and class for disabled soldiers at the University.)	
(3) Num. of regular students enrolled in vocational departments of agriculture.....	776
(4) Evening school at Wheeling—	
Welding—num. enrolled .....	19
Pottery—num. enrolled .....	11
Carpentry—num. enrolled' .....	14
Drawing—num. enrolled .....	80
Sheet metal—num. enrolled.....	12
Shop mathematics—num. enrolled.....	18
Evening school at Parkersburg—	
Chemistry for nurses.....	15
Cabinet making .....	20
Blue print .....	19
(5) Num. centers where regular evening classes for miners are conducted .....	24
(6) Num. enrolled in evening mining classes.....	458
(7) Part-time classes—Wheeling—	
Apprentice pattern makers.....	9
Apprentice machinists .....	14
(8) Part-time summer school for mine foremen—	
University .....	68
(9) Evening home economics schools—	
At Charleston—sewing .....	21



At Huntington—sewing .....	14
At Parkersburg—sewing .....	20
At Parkersburg—dietetics .....	25
At Wheeling—sewing .....	49
At Wheeling—cooking .....	89

Note:—The summary above does not include classes in teacher-training at the West Virginia University and at Wheeling; and does not take into account itinerant teacher-training for teachers of agriculture and evening classes for miners.

## PLANS FOR VOCATIONAL EDUCATION IN WEST VIRGINIA

Approved by the State Board of Education, 1921-22.

Note:—These plans have been formally approved by the Federal Board, and constitute a contract between the Federal Board and our State Board with respect to vocational education under the Smith-Hughes Law.

### I.—Administration and Supervision.

1. The State Board of Education will have general direction and supervision of vocational education, the president of that board acting as executive officer, and the secretary being state director of vocational education.

2. Agricultural education—The state director who is an experienced man with a doctor's degree in agricultural education will have general charge of the work.

The assistant state director who will give special attention to supervision in the field is a graduate of an agricultural college with work almost completed for a master's degree. He is a man of good experience in farming and in educational work.

3. Trade and Industrial Education—The state supervisor is a member of the State Department of Education. He is a man with training nearly equivalent to graduation from our State University. His training and interests are in the direction of education in the trades. Having been a teacher of manual training, a builder, a city superintendent and, for many years, a member of the State Department of Education, he is fully prepared to organize and supervise classes and schools in trades education throughout the state.

The head of the mining department of the College of Engineering of the West Virginia University (Prof. Callen) will continue as supervisor of classes for miners.

4. Home economics—The organization referred to under (III-A) will be maintained. The supervision will be done more and more from the State Department of Education. After July 1, 1922, the supervisor's office will be at the State Capitol.

The supervisors and assistants must be graduates of standard colleges with major work in home economics. They must have a thorough knowledge of the problems with which they deal joined by adequate experience.



5. **Teacher training**—Teacher training will be maintained in each of the three fields of vocational education, in accordance with the plans outlined under each division. It is found best, for administrative purposes, to have the teacher-training plan for each subject appear in the state plan for that subject.

## II.—General Conditions.

1. All of the work will be under the control and supervision of the State Board of Education and will be done in or by public high schools or other public institutions, under public supervision and control.

2. The controlling purpose of all school work for which Smith-Hughes aid is requested will be to fit for useful employment.

3. The work will be below college grade. Most of it will be of high school grade, but some mature, able students, not technically of high school attainments, may be admitted to some classes.

4. The instruction will be designed for persons over fourteen years of age. This rule will be interpreted according to Memo C (P15) of the Federal Board for Vocational Education.

5. Every dollar of Federal funds will be matched by a dollar of State or local money, or both. Local boards and officials of institutions will be required to set aside "Smith-Hughes allotments" to be used in matching Federal funds.

6. Money will expended only for:

- A. Salaries of teachers, supervisors and directors of Agriculture.
- B. Salaries of teachers of Trade, Home Economics and Industrial Subjects.
- C. Maintenance of Teacher-training for vocational teachers, not to include buildings, permanent equipment, etc., prohibited under Section 17 of the Federal Act.

7. "It is to be understood that not more than 20 per cent of the allotment for trade and home economics shall be expended for Home Economics subjects, and that at least one-third of this fund, if expended, shall be applied to part-time classes.

"It is further understood that not less than 20 per cent or more than 60 per cent of fund for teacher-training will be expended for teacher-training in any one of the three lines: Home Economics, Trade and Industry or Agriculture.

8. **State Money:**

The recent session of the Legislature appropriated \$3,000 for each year to be used for State administration and supervision and other purposes in accordance with the budget to be made by the newly created State Board of Education, which went into power on July 1, 1919. It is assumed that the State Board will use enough of this money to provide ample State direction for the experienced supervisors who will be secured in cooperation with West Virginia University.

The amount of time to be given to the different branches of the work by the Professor of Industrial Education, and the salary to be paid to him, cannot be given, because the position is vacant as these plans are submitted. Dean C. R. Jones of the College of Engineering will act until a man is appointed.

### III.—Agricultural education.

(Apply for Bulletin on Vocational Agriculture for details.)

#### 1. Kinds of Schools.

##### A. Department of vocational agriculture:

- (a) In high schools that are prepared to give a two, three or four year course in vocational agriculture.
- (b) In state schools.

B. Part-time schools: These may be short courses, unit courses, or evening classes. Unit courses may be established only in school districts maintaining the regular two, three, or four year course.

#### 2. Plant and Equipment.

##### A. In departments of vocational agriculture:

- (a) Separate class-rooms and laboratories in accordance with the lists set forth in Bulletin No. 2.
- (b) A good collection of reference books and bulletins.
- (c) Several good farm papers and periodicals.

##### B. In part-time schools:—

- (a) Adequate equipment and apparatus to demonstrate the application of principles and methods studied in the course must be provided.
- (b) Reference books, bulletins, and a few farm papers.

#### 3. Minimum for maintenance.

A. Each school will be required to provide a properly qualified teacher for vocational agriculture, who shall be employed for twelve calendar months.

B. The minimum of maintenance, exclusive of teachers' salaries will vary with the nature of the work undertaken, but for departments of vocational agriculture local boards of education will provide a fund of not less than five dollars (\$5) per pupil for supplies and materials.

#### 4. Course of Study.

##### A. In departments of vocational agriculture:

First year:

- (a) Vocational subjects—two or two and one-half units. Crop production, including farm shop—450 minutes per week plus directed or supervised practice in agriculture—two units; crop production, 450 minutes per week, and farm shop, 180 minutes per week plus directed or supervised practice in agriculture—two and one-half units.

(b) Non-vocational subjects—two units.

Second year:

(a) Vocational subjects—two or two and one-half units. Animal husbandry—450 minutes per week plus directed or supervised practice in agriculture—two units, or, animal husbandry, 450 minutes per week—and farm shop, 180 minutes per week plus directed or supervised practice in agriculture—two and one-half units.

(b) Non-Vocational subjects—two units.

Third year:

(a) Vocational subjects—two units.

Special subjects (poultry, fruit growing, gardening, etc.), 450 minutes per week plus directed or supervised practice in agriculture—two units.

(b) Non-vocational subjects—two units.

Fourth year:

(a) Vocational subjects—two units.

Farm management and engineering, 450 minutes per week plus directed or supervised practice in agriculture—two units.

(b) Non-vocational subjects—two units.

B. In part-time schools.

(a) Short course, unit courses or evening classes: Instruction in part-time schools will be in vocational subjects only, and the course of study will be adapted to local conditions. These courses will embrace such subjects as farm crops, dairying, poultry raising, stock raising, fruit growing, vegetable gardening, plant diseases and insect life on the farm, soils and fertilizers, diseases of farm animals, farm accounts and farm bookkeeping and business forms, contracts, business English and Arithmetic.

## 5. Methods of Instruction.

A. Field trips, laboratory exercises and demonstrations will be emphasized as special methods of teaching vocational agriculture. These methods will be applied as explained in Bulletin No. 2. The allied scientific work and much of the other non-vocational work will be closely correlated with vocational agriculture.

B. Actual farm practice, including the home projects adequately supervised, will be required of all students each year. The home project shall involve the complete plant or animal cycle which in no case will be less than six months.

C. All classes in vocational agriculture, mentioned under 1 above will be held for not less than 90 minutes each on any one day.

## 6. Qualifications of Teachers.

A. All teachers in departments of vocational agriculture

will be graduates of an approved agricultural college, or the equivalent, and will have had a course of professional work equivalent to that outlined under teacher-training. Familiarity with farm conditions and operations, and ability to do farm work well, will be required of all such persons.

Except: Students enrolled in an agricultural college who have attained the rank of Senior in pursuit of the course leading to their full qualification as above outlined will be permitted to teach for not more than one year.

B. All teachers in part-time schools must be qualified to teach in departments of vocational agriculture as stated above or have successfully managed a farm for at least two consecutive years and have had experience in agricultural teaching or extension work.

#### 7. Qualifications of Supervisors.

A. All persons employed to supervise the work of teachers of vocational agriculture will have the qualifications required of such teachers and in addition will have had at least three years' successful experience in teaching or supervising vocational agriculture.

### IV.—Trade Home Economics and Industrial Education.

#### 1. Tentative budget of the Federal funds available, for trade and industrial education.

A. For evening schools or classes.....	\$
B. For part-time schools or classes.....	\$
C. For unit-trade schools or classes.....	\$
D. For general industrial schools or classes in cities or towns of less than 25,000.....	\$
E. For home economics.....	\$

#### 2. Trade and industrial education.

A. During the fiscal year ending June 30, 1922, the State Board proposes to aid from Federal funds the following types of schools and classes:

- a. Evening trade extension schools or classes.
- b. Part-time schools or classes.

- (1) Trade extension part-time schools or classes.
- (2) Trade preparatory part-time schools or classes.
- (3) General continuation part-time schools or classes.

c. Unit-trade or full-time day trade schools or classes, in the event that cities of more than 25,000 wish to establish such work.

d. General industrial schools or classes in the event that cities of less than 25,000 wish to establish such work.

#### B. Evening Industrial Schools or Classes.

a. Purpose: The controlling purpose of such classes shall be to provide instruction supplemental to the daily employment for persons engaged in trades or industrial occupations including mining.

b. Age of pupils: Only persons sixteen years of age or



over shall be admitted to evening trade extension classes.

c. **Plant and equipment:** The plant and equipment must in all cases be suitable and adequate for the kind of instruction to be given.

d. **Maintenance:** Adequate provision shall be made for maintenance from state or local funds. Supplies, heat, light, janitor service, etc., must be paid for from state or local funds as Federal funds may be used only for the salaries of teachers.

e. **Course of study:** The courses of study shall in all cases be suited to the particular needs of the class.

- (1) Sample list of subjects for evening classes in coal mining:
 

Mine gases.	Safety camps.
Mine ventilation.	Timbering.
Explosives.	Haulage.
Drainage and Pumping.	
- (2) Sample list of topics for evening class in pottery work arranged for ten evenings, two hours per evening:
 

Casting	Throwing.
Jiggering.	Turning.
Pressing.	Glazing.
Kiln-firing.	

f. **Character of work:** In all cases the instruction shall be supplementary to the daily employment of the members of the class. The instruction offered may be from any one of the following general classes or any combination of the three general kinds.

- (1) Shop instruction in trade processes.
- (2) Classroom instruction in the technical content of the trade, including such material as is general termed auxiliary information.
- (2) Instruction in shop, classroom or laboratory in such related subjects as general trade drawing, trade mathematics and trade science.

g. **Methods of Instruction:** Individual instruction shall be practiced so far as possible. The demonstration method shall be used in preference to the lecture, and group instruction shall be used in preference to class recitations.

h. **Minimum Qualifications of teachers:**

- (1) Shop teachers.
  - (a) A thorough knowledge of the trade based upon not less than two years' experience beyond the period of apprenticeship.
  - (b) A common school education—graduation from an elementary school.
  - (c) Such personal characteristics as are approved by the State Board of Education and its agents.
  - (d) Special preparation for teaching.
- (2) Related subjects teachers.

- (a) A high school education plus two years of college work or the equivalent.
- (b) Industrial experience—not less than one year's experience in a trade or industrial occupation.
- (c) Such personal characteristics as are approved by the State Board of Education and its agents.
- (d) Special preparation for teaching.

**Note:**—During the fiscal year ending June 30, 1922, it is not expected that all evening school teachers will have made special preparation for teaching. All such teachers will be required to enroll in extension teacher-training courses under the Professor of Vocational Education at the State University who will have charge of teacher-training for trades and industries. A detailed plan for such extension and correspondence courses will be worked out later.

**C. Part-time schools or classes.**

**a. Trade extension part-time schools and classes.**

- (1) Controlling purpose (same as for evening schools).
- (2) Age of Pupils (same as for evening schools).
- (3) Plant and Equipment (same as for evening schools).
- (4) Maintenance (same as for evening schools).
- (5) Course of Study:

**Sample Course—Mining (Short course):**

W. Va. Mine Law.	Explosives.
Methods of Working.	Timbering
Mine Gases.	Electricity in Mines.
Hoisting.	Mine Drainage and
Mine Ventilation.	Pumping.
Mine Fires and Explosives	Haulage.
Mine Rescue Training.	First Aid.
Elementary Mechanical	Safety Camps.
Drawing	Mine Management.

**Mining Arithmetic.**

- (6) Methods of Instruction (same as for evening schools)
- (7) Length of Term. All part-time work shall be organized on a basis of not less than 144 hours of instruction per year. This amount of time may be secured by many different arrangements as follows:

- 4 hours per week for 36 weeks
- 8 hours per week for 18 weeks
- 12 hours per week for 12 weeks
- 36 hours per week for 6 weeks

- (8) Qualification of Teachers (same as for evening schools).

**b. Trade Preparatory Part-time Schools or classes.**

- (1) Controlling Purpose. The controlling purpose of trade preparatory part-time schools or classes shall be to

provide instruction suited to the specific vocational needs of pupils employed in miscellaneous occupations for the purpose of fitting such pupils for advantageous entrance into skilled trades or other desirable industrial occupations.

(2) **Age of Pupils.** Persons fourteen years of age or over may be admitted to part-time preparatory classes.

(3) **Plant and Equipment.** (Same as for evening schools.)

(4) **Maintenance.** (Same as for evening schools.)

(5) **Course of Study.** The state has no classes of this type, consequently no course of study can be given.

(6) **Methods of Instruction.** (Same as for evening schools.)

(7) **Length of term.** (Same as for Trade Extension part-time.)

(8) **Qualification of teachers.** (Same as for evening schools.)

c. **General Continuation part-time schools or classes.**

(1) **Controlling Purpose.** The controlling purpose of general continuation schools or classes shall be to provide additional educational opportunities for children fourteen years of age or over who have left school and have entered upon employment. Pre-vocational or "finding" courses, training for better citizenship and courses whose objective is concerned with more general education may be offered in this type of school or class.

(2) **Age of Pupils.** Persons fourteen years of age or over may be admitted to part-time general continuation schools or classes. In general, this type of school should concern itself with pupils from 14 to 18 years of age who have left the regular schools before completing a high school course.

(3) **Plant and Equipment.** (Same as for evening schools)

(4) **Maintenance.** (Same as for evening schools.)

(5) **Course of Study.** The State Board is not prepared at this time to submit type courses of study as no schools or classes of this type have yet been organized in the state.

(6) **Methods of Instruction.** (Same as for evening schools.)

(7) **Length of Term.** Part-time general continuation schools will be organized on the basis of 144 hours of instruction per year. This amount of time will ordinarily be secured by holding classes four hours per week for a period of 36 weeks.

(8) **Qualification of teachers.** Teachers for general continuation schools shall have the equivalent of the general qualifications required for teachers in the junior high schools of the state and in addition the following special qualifications:

(a) Adequate understanding and appreciation of work-



ing conditions in industry. This may have been secured through actual employment during summer vacations or otherwise.

(b) Special training in vocational education.

Note:—The department of vocational education at the State University will, during the current year, organize definite courses for part-time teachers and administratives.

D. Unit trade schools.

a. Controlling purpose. The controlling purpose shall be to prepare pupils for profitable entrance into one or more of the skilled trades.

b. Age of Pupils. In general, the enrollment shall be limited to pupils who have completed the elementary school course. Under special circumstances pupils who have not completed the elementary school course may be admitted, provided that such pupils are 14 years of age or over. Federal funds cannot be used for training sub-normal or defective children and the State Board will refuse to subsidize any unit trade school that fails to limit its enrollment to normal, healthy pupils over fourteen years of age who are definitely preparing themselves for profitable employment in skilled mechanical trades.

c. Minimum Plant and Equipment. The plant and equipment must in all respects be adequate for the type of training contemplated. Commercially practical machinery and tools must be available so that actual work may be done under conditions similar to those prevailing in commercial shops.

d. Minimum for Maintenance. Adequate provision must be made for maintenance from local funds. Experience in other states shows that the cost of this type of school will average from \$150 to \$300 per pupil per year. State and Federal funds may be used only for the reimbursement for teachers' salaries. All expenses for buildings, power, heat, light, janitor service and supplies must be paid from local funds.

e. Courses of Study. No schools of this type have thus far been organized in the state. In the event that any are organized during the current year, the following apportionment of time will be used as a basis in outlining the courses of study:

Shop work .....	15 clock hours per week
Trade Mathematics .....	3 clock hours per week
Trade Drawing .....	3 clock hours per week
Trade Science .....	3 clock hours per week
Non-vocational .....	6 clock hours per week
(English	
(Civics	
(Indus. History	

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Total..... 30 clock hours per week

f. **Methods of Instruction.** In general the same as stated for evening schools.

g. **Amount of time for Practical Work.** Fifteen hours per week is the minimum time that may be devoted to instruction and practice on actual productive work on a useful basis.

h. **Length of School Year.** The minimum length of school year shall be nine months (3.. weeks).

i. **Hours of Instruction per week.** The school shall be in session not less than thirty (30) hours per week.

j. **Qualification of Teachers.**

(1) For shop teachers. (Same as for evening school shop teachers.)

(2) For Related Subjects Teachers. (Same as for evening school related subjects teachers.)

(3) For Non-vocational teachers. (Same as for teachers of general continuation schools or classes.)

E. **General Industrial Schools for cities under 25,000.**

a. **Controlling Purpose.** Same as for unit trade schools.

b. **Age of admission.** Same as for unit trade schools.

c. **Plant and Equipment.** Same as for unit trade schools.

d. **Maintenance.** Same as for unit trade schools.

e. **Courses of Study.** The statement under this heading for unit trade schools applies in general to the general industrial school with the following modifications:

The school may be organized on the basis of a 25-hour week as a minimum instead of a 30-hour week with 12½ hours devoted to shop work. The relative allotment of time for related subjects shall be observed.

f. **Methods of Instruction.** Same as for evening schools.

g. **Amount of time for Practical Work.** Twelve and one-half hours per week is the minimum time that may be devoted to instruction and practice on actual production work on a useful basis.

h. **Length of School Year.** The school year shall in general not be less than the length of the regular school year in the community where a school of this type is organized. Under special conditions, a general industrial school may be approved if the school year for such a school is eight or even seven months in length, but in all such special cases the local community must satisfy the State Board that a term of less than nine months is advisable under local conditions.

i. **Hours of Instruction per week.** Twenty-five hours of instruction per week is the minimum for general industrial schools.

j. **Qualification of Teachers.**

(1) Shop teachers. Same as for evening schools with the following exceptions:

Shop teachers may be permitted to teach two related

trades, if qualified; as, for example, carpentry and cement work; carpentry and house painting; carpentry and cabinet making; machine shop and foundry or pattern making; sheet metal work and plumbing, etc. Also if qualified a shop teacher may teach related subjects.

(2) Related subjects teachers. Same as for evening schools.

(3) Non-vocational teachers. Same as for general continuation schools.

## V.—Home Economics.

### A. Supervision.

1. A member of the faculty of the College of Agriculture, State University, Morgantown, West Virginia, has been loaned on part time to supervise Home Economics Education in the State of West Virginia for the year 1921-22.

2. Beginning with 1921-22 there will be an assistant supervisor, who will be employed by the State Board to give such part of her time to supervision as needed, but in no case shall it be less than 50 per cent of full time.

3. In the work of supervision the supervisor and her assistant will act as agents of the State Board of Vocational Education.

### b. Qualifications of Supervisors.

1. Practical experience in home keeping of several years duration.

2. Masters' degree and more graduate work if possible.

3. Three to five years teaching experience.

4. The assistant should have a master's degree, two or three years' teaching experience and some practical experience in home keeping.

### c. Duties of supervisors.

1. To confer and correspond with teachers, school officials and Boards of Education in regard to establishing schools and classes.

2. Assist in establishing schools and classes.

3. Study the conditions in the State with a view to recommending the establishment of schools and classes.

4. Address committees, clubs and conventions of teachers.

5. Write articles for magazines, journals and newspapers.

6. Prepare bulletins and course of study.

7. Plan in cooperation with Teacher Training Institution conferences, itinerant teacher training, and other means for improving teachers, in service.

8. To promote the establishment of Home Economics schools and classes.

9. To inspect schools and classes.

10. Prepare reports for the State Board.

### B. Kinds of Schools and Classes.



- a. Evening home economics schools and classes.
  - b. Part-time home economics schools and classes.
  - c. Day schools or classes.
- C. Evening Home Economics Schools or Classes.
  - a. Minimum age requirement, 16 years.
  - b. Minimum plant school kitchen and sewing room fully equipped.
  - c. Minimum maintenance, local board must agree to furnish adequate supplies sufficient to maintain right standards, promote the work and to secure properly qualified teachers in full sympathy with the plan and purpose of evening instruction.
  - d. Character and content of course of study. Short unit courses.
  - e. Character of school work. This will be supplementary to the home-making work of the students.
  - f. Methods of Instruction. This will be adapted to the age, experience and needs of the members of the classes.
  - g. Qualifications of teachers.
    - 1. Practical experience. At least two years' experience in home making with a reasonable amount of time in actual management of a household or trade experience in the short unit work to be given, or both.
    - 2. Home economics training, if possible. From two to four years of technical training in a professional school. A large amount of practical experience in home making or in the trade as embodied in the short unit course to be taught, may be accepted in lieu of some of the technical requirements.
    - 3. Professional training sufficient to properly develop the work with the groups of students to be instructed. (The Board may find it necessary to modify these requirements if local conditions demand.)
- D. Part-time Home Economics Departments, schools and classes, if organized for the year 1921-22 will meet the following requirements:
  - a. Minimum age, 14 years.
  - b. Required or minimum plant and equipment will approximate that of the day school or evening school according to the groups to be instructed.
  - c. Minimum for maintenance sufficient to maintain proper standards and employ qualified teachers in full sympathy with part-time instruction.
  - d. Character and content of course of study. The course of study will be of two types.
    - 1. Trade extension classes in which 50 per cent or more, but not all the time, is given to Home Economics subjects and the remainder to such other subjects as will promote civic and vocational intelligence of the pupils.
    - 2. Part-time extension classes in which all the time is given to Home Economics subject. Here the work will be set up in

short-unit courses arranged in sequence. (Type courses of study will be submitted if part-time classes are offered in 1921-22.)

e. Methods of instruction adapted to age, experience and needs of students.

f. Length of term. The term shall consist of not less than 144 hours of work. This may be given 4 hours a week for 36 weeks.

g. Qualifications of teachers. These shall approximate the qualifications fixed for all day or for evening school teachers according to the groups of students in the classes.

#### E. Day Schools and Classes.

a. Minimum age of admission, 14 years.

b. Required or minimum plant and equipment.

1. School kitchen for work in foods, cookery and laundry.

2. A school sewing room for work in clothing and sewing.

3. A room in which to teach table service. If a separate room cannot be provided for this, part of the kitchen or sewing rooms may be utilized for this purpose.

4. A bedroom. Here home nursing can be taught.

c. Minimum for maintenance. Sufficient to keep up proper standards and employ well qualified teachers.

d. Character and content of the course of study. The course of study may be:

1. One of which half of the school day is given entirely to Home Economics subjects, or

2. One of which half of each school day is given to Home Economics subjects and related subjects.

#### F. Course of Study.

a. Type I. The following is a course of study for the year 1921-22 in West Virginia, for a five-hour school day. The six-hour school day would require one hundred and eighty minutes instead of one hundred and fifty minutes for the vocational subject.

#### FIRST YEAR

##### First Semester

Subject	Period per week	Length of periods	Credit
<b>I.—Vocational.</b>			
a. Home Economics. Garment making and study of textiles.			
b. Related subject Drawing and design applied to the dress	5	150 min.	1 unit
<b>II.—Non-Vocational.</b>			
English .....	5	45 min.	½ unit

Elective (such subjects as will furnish knowledge of civic and social conditions essential to an understanding of the community obligations of the home - maker and family) .....	5	45 min.	½ unit
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### Second Semester.

#### I.—Vocational.

##### a. Home Economics

Food study, cookery and home management.

##### b. Related subject

Health and the home 5 150 min. 1 unit

#### II.—Non-Vocational.

English ..... 5 45 min. ½ unit

Elective (such subjects as will furnish knowledge of civic and social conditions essential to an understanding of the community obligations of the home - maker and family) ..... 5 45 min. ½ unit

## SECOND YEAR

### First and Second Semester

This is the same as Second Year in Type II.

b. Type II. The following is a course of study for the year 1921-22 in West Virginia, for a five-hour school day. The six-hour school day would require one hundred and twenty minutes instead of ninety minutes for the vocational subject.

## FIRST YEAR

### First Semester

Subject	Period per week	Length of periods	Credit
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#### I.—Vocational.

##### a. Home Economics

Garment making and study of textiles....

5 90 min. ½ unit

b. Related subject*			
Drawing and design dress .....	5	60 min.	½ unit
II.—Non-Vocational.			
English .....	5	45 min.	½ unit
Elective (such sub- jects as will fur- nish knowledge of civic and social conditions essential to an understanding of the community obligations of the home - maker and family) .....	5	45 min.	½ unit

### Second Semester

I.—Vocational.			
a. Home Economics			
Food study, cookery and home manage- ment.			
b. Related subject*			
Health and the home	5	60 min.	½ unit
II.—Non-Vocational.			
English .....	5	45 min.	½ unit
Elective (such sub- jects as will fur- nish knowledge of civic and social conditions essential to an understanding of the community obligations of the home - maker and family) .....	5	45 min.	½ unit

### SECOND YEAR

#### First Semester

I.—Vocational.			
a. Home Economics			
Food study, cookery and home manage- ment .....	5	90 min.	½ unit
b. Related subject*			
Chemistry & physics related to the household .....	5	60 min.	½ unit



## II.—Non-Vocational.

English .....	5	45 min.	½ unit
Elective (such subjects as will furnish knowledge of conditions essential to an understanding of the community obligations of the home - maker and family) .....	5	45 min.	½ unit

## SECOND YEAR Second Semester

### I.—Vocational.

a. Home Economics			
Garment making and of textiles .....	5	90 min.	½ unit
b. Related subject*			
Drawing and design applied to the home .....	5	60 min.	½ unit

### II.—Non-Vocational.

English .....	5	45 min.	½ unit
Elective (such subjects as will furnish knowledge of civic and social conditions essential to an understanding of the community obligations of the home - maker and family) .....	5	45 min.	½ unit

\*The related subject may be given as three 45-minute periods and two 90-minute periods if this is more satisfactory to the school curriculum. Home Agriculture may be substituted for Chemistry to meet needs of students.

c. Methods of Instruction. There will be actual manipulation of material studied under as near home conditions as possible, including talks, demonstrations, class discussion and class room practice, with definite applications planned for home work, for the development of skill, self-dependence and initiative.

d. Amount of time given to practical work on a useful or productive basis. One-half of each day must be devoted to practical work on a useful or productive basis. This practical work may be interpreted as home economics or as home economics and related subjects.

e. Length of the school year.

1. In cities and towns of 25,000 population or more, the school year must be nine months in length.

2. In cities or towns of less than 25,000 population, the school year may be less than nine months in length.

f. Hours of instruction per week.

1. In cities and towns of 25,000 population or more, school work must be 30 hours per week.

2. In cities and towns of less than 25,000 population, the school week may not be less than 25 hours.

g. Qualifications of teachers.

1. Practical experience of at least two years in home-making with a reasonable period spent in actual management of the household.

2. Home economics training. Graduation from a four years standard college course in Home Economics designed to train for the teaching of Home Economics subjects.

3. Professional training in general methods and in theory and practices of teaching home economics.

#### VI.—Teacher-training.

1. Proposed percentage use of funds—

A. Agricultural subjects .....	35%
B. Trade and industrial subjects.....	40%
C. Home Economic subjects.....	25%

2. Agriculture.

Two definite types of teacher-training are maintained.

1. For the improvement of teachers already in service and

2. For training prospective teachers now enrolled as students in the College of Agriculture.

A. Kind of schools and classes.

a. All teacher-training work will be conducted by the Department of Agricultural Education of the College of Agriculture, West Virginia University, at Morgantown, W. Va., through:

1. A regular course of study pursued by resident students.

2. Special courses in Summer School. Students enrolled in the regular teacher-training course may thus complete a part of the work in the summer session. Teachers on vacation or leave of absence may thus procure professional improvement in a short term.

3. Extension courses for teachers already in service. Courses will be offered in both subject matter and professional studies designed especially for teachers desiring to attain the qualifications set up by the State Board of Education.

B. Length of Course.

a. The regular course for teacher-training covers four years.

b. 144 semester hours are required for graduation.

C. Entrance Requirements.

Fifteen units from a duly accredited secondary school will be

required for admission to the teacher-training course.

D. Courses of study.

OUTLINE OF TEACHER-TRAINING COURSE.

The following one hundred and eight hours of the required one hundred and forty-four semester hours necessary for graduation are prescribed for students who elect their major in agricultural education. The remaining 36 hours must be elected from such courses as may be prescribed by the class officer. As a rule the courses are distributed as follows:

Agriculture .....	40 per cent
Sciences .....	30 per cent
Humanistic .....	20 per cent
Professional .....	10 per cent
<b>(a) Agriculture.</b>	
Introduction to agriculture.....	1 hour
Introduction to Animal Husbandry.....	4 hours
Farm Dairying .....	3 hours
Farm Poultry .....	3 hours
Soil Fertility .....	4 hours
Farm Crops .....	4 hours
Vegetable Gardening .....	3 hours
Pomology .....	3 hours
Entomology .....	4 hours
Farm Management .....	3 hours
Rural Economics .....	3 hours
Rural Engineering .....	4 hours
	<hr/>
	39 hours
<b>(b) Science.</b>	
Botany (agricultural) .....	8 hours
Bacteriology .....	3 hours
Chemistry (organic) .....	3 hours
Chemistry (inorganic) .....	8 hours
Physics .....	8 hours
Zoology .....	4 hours
	<hr/>
	34 hours
<b>(c) Humanistic.</b>	
English .....	10 hours
Economics .....	3 hours
Sociology .....	3 hours
American Economic History.....	3 hours
Military Science .....	4 hours
	<hr/>
	23 hours
<b>(d) Professional.</b>	
Educational Psychology .....	3 hours

Problems of Secondary Education.....	2 hours
Teaching Vocational Agriculture (organization and methods).....	3 hours
Observation and Practice Teaching.....	2 hours
Problems of Rural Education.....	2 hours
	<hr/>
	12 hours

- (e) Provisions for observation and practice teaching by a co-operative arrangement with local boards of education, the vocational agriculture departments in these high schools will be used for observation and practice teaching.
- (f) Before graduation a student must offer satisfactory evidence of at least two years of active experience on the farm or, in lieu of such experience, prove through tests and demonstrations that he is familiar with all ordinary farm operations.
- (g) The completion of the four-year course outlined herein will satisfy the state requirement for a Special Certificate to teach agriculture. The special professional work offered in the University Summer School and in the extension courses will enable graduates of the College of Agriculture to complete the required special work and to secure this Special Certificate without examination.

### SUPERVISION

The Supervisors of Vocational Agriculture will visit from time to time the departments in the schools throughout the state. The purpose of these visits may be stated briefly as follows:

To acquaint the school officials and the teacher of agriculture with the purpose of the vocational education act and with the West Virginia Plan for vocational agriculture education.

To inspect the school plant, especially with reference to equipment and general facilities for the maintenance of a vocational course.

To assist the teacher in organizing the vocational course and its adaptation to local conditions.

To observe methods of instruction, offer helpful suggestions, and keep in close touch with the work of each department and class.

To instruct the teacher in methods of conducting practical work and keeping project records.

### 3. Trades and Industries.

A. Kinds of schools and classes. Teacher training for trades and industries will be under the general direction of a Professor of Vocational Education at the State University, Morgantown.

B. Work to be done by Institutions for the training of—

a. Shop teachers—No residence course contemplated for the current year.



b. **Related Subjects Teachers**—No residence courses contemplated for the current year.

c. **General Continuation School Teachers**—No residence courses contemplated for the current year.

**Note:**—If a group of students interested in the teaching of trades can be organized at the State University, they will be given a foundation course in vocational education and in trades or related subjects.

d. **Training of teachers in service.**

(1) The training of teachers in service will be carried on through a combination of extension courses and correspondence courses. Groups will be organized at points where there are four or more teachers employed in trade or industrial schools, or by extended and regular visits to individual teachers for conference and for examination on work being done by correspondence study.

4. **Home Economics.**

A. West Virginia University, College of Agriculture, Department of Home Economics, Morgantown.

Two definite types of teacher-training work are carried on by the Department of Home Economics of the College of Agriculture for training teachers of Vocational Home Economics.

a. Training students for teachers of Vocational Education in Home Economics, who are enrolled in the College of Agriculture.

b. Training of Home Economics teachers in service in co-operation with State Supervisor of Home Economics.

B. Entrance requirements, 15 units from an accredited secondary school.

C. Length of course.

a. Four years.

b. 128 semester hours.

D. Course of Study.

a. By percentage and in detail below.

E. Observation and Practice Teaching.

a. Provisions—Morgantown public schools and such other schools as afford opportunity for observation and directed teaching under supervision.

b. At least twenty lessons in cooperation with Department of Education of the Arts College.

F. Graduation requirements.

a. Completion of course of study.

b. At least two years' vocational experience, either required before entrance to the teacher-training course or during the summer months of the year in which the teacher-training course is taken.

c. At least one week of supervised household management in practice house or apartment.

G. Relation to certification. Students completing the required

course will receive the special certificate in Vocational Education in Home Economics.

H. Course of study by percentages.

#### Home Economics—31 Per Cent.

Clothing .....	10 hours
Textiles .....	3 hours
House and Family.....	9 hours
Foods .....	18 hours
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Total.....	40 hours

#### Related Subjects—22 Per Cent.

Chemistry .....	11 hours
Botany and Bacteriology.....	11 hours
Hygiene and Sanitation.....	2 hours
Applied design .....	4 hours
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Total.....	28 hours

#### Professional Subjects—20 Per Cent.

Psychology of learning and teaching.....	6 hours
Principles and art of teaching.....	5 hours
Philosophy and History of Education.....	6 hours
Special methods .....	4 hours
Elective .....	3 hours
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Total.....	24 hours

#### General Subjects—16 Per Cent.

English .....	10 hours
Sociology .....	5 hours
Industrial and Social History.....	6 hours
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Total.....	21 hours

#### Elective Subjects—11 Per Cent.

Elective .....	14 hours
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## I.—Course of Study in Detail—College of Agriculture.

## Freshmen Year.

First Semester.		Second Semester.	
Subject—	Credit	Subject—	Credit
English composition.....	3	English composition.....	3
Elementary foods.....	4 or 3	Elementary foods.....	3 or 4
History .....	3	History .....	3
Elementary sewing.....	2	Elementary clothing.....	2
General chemistry.....	4	General chemistry.....	4
<hr/>		<hr/>	
15 or 16		15 or 16	

## Sophomore Year.

First Semester.		Second Semester.	
Botany .....	4	Botany .....	4
English literature.....	2	English literature .....	2
Applied design .....	4	Home furnishings.....	4
Psychology of teaching and learning .....	3	Psychology of teach- ing and learning.....	3
Elective .....	3 to 4	Elective .....	4
<hr/>		<hr/>	
16 or 17		17	

## Junior Year.

First Semester.		Second Semester.	
Hygiene and sanitation...	2	Constructive Health ...	2
Elementary organic chemistry .....	3	Bacteriology .....	3
Elementary dietetics.....	2	Dietetics .....	3
Home cookery .....	3	Family dietaries.....	2
Textiles .....	3	Selection and construc- tion of clothing.....	3
Philosophy or history of education .....	3	Elective .....	1
<hr/>		<hr/>	
16		14	

## Senior Year.

First Semester.		Second Semester.	
Housewifery .....	2	Home management.....	2
Selection and construction of clothing .....	3	Special methods in home economics .....	2
Special methods of teach- ing home economics.....	2	Directed teaching in education .....	2
Principles and art of teaching .....	3	Sociology .....	2
Sociology .....	3	Elective .....	7
Elective .....	3	<hr/>	
<hr/>		15	
16			



## COURSE OF STUDY FOR PREPARATION IN HOME ECONOMICS FOR THE NEGRO RACE IN WEST VIRGINIA.

### A. Kind of School.

The State Board for Vocational Education has designated Institute at Institute, West Virginia, for the preparation of Home Economics teachers for the Negro race.

### B. Entrance Requirements:

Persons entering this special course must have completed four years of high school work.

(Students from a three-year high school will be accepted for the year 1921-22.)

### C. Length of Course:

(a) Teacher-training course shall extend over two years.

(b) It shall be composed of at least thirty-two unit hours or sixty-four semester hours.

### D. The Course of Study Shall Be Divided as Follows:

General Education—18 hours.

English—4 hours—4 semesters—16 hours.

Music—1 hour—2 semesters—2 hours.

Science (related)—16 hours.

General Agriculture (Poultry, gardening, dairying)—3 hours—2 semesters—6 hours.

Hygiene, sanitation and home nursing,  
4 hours—1 semester—4 hours.

Household chemistry,  
2 hours—2 semesters—4 hours.

Drawing and design applied to the household,  
2 hours—1 semester—2 hours.

Home Economics—30 hours.

Food study and meal planning,  
4 hours—2 semesters—8 hours.

Clothing, laundry, care and repair of clothing, textiles,  
4 hours—2 semesters—8 hours.

Home Management.

Furnishing and care of home, time schedule in house work,  
budget planning, care of children, managerial problems.  
3 hours—2 semesters—6 hours.

Elective—2-6 hours.

Professional Subjects—10 hours.

History of education, psychology and child study, educational psychology.

6 hours.                      6 hours.

Special method,  
2 hours—2 semesters—4 hours.

Total—74 hours.

**Note:**—If it is not desirable or possible to arrange the schedule for the 74 hours as shown in the proposed schedule deductions may be made according to the limits set for the percentage division.

E. **Provision for Observation and Practice Teaching, Giving Teacher-Training.**

(a) Provisions for observation and practice teaching are made in the secondary school of Institute and neighboring grade schools.

(b) Amount of time per pupil at least fifteen lessons of double periods.

F. **Graduation Requirements:**

(a) Completion of the course of study, including one month of supervised household management in practice house.

(b) At least two years of home-making experience acquired prior to entrance or home-making experience acquired during the summer months of the years in which the course is taken.

G. **Certification.**

Graduation of said department upon recommendation of the State Board of Vocational Education will be granted a special certificate to teach home economics.

## WEST VIRGINIA LAW FOR VOCATIONAL EDUCATION.

Sec. 131. **Acceptance of Federal Act.** The provisions of an act of Congress entitled "An act to provide for the promotion of vocational education to provide for co-operation with the states in the promotion of such education in agriculture and the trades and industries; to provide for co-operation with the states in the preparation of teachers of vocational subjects; and to appropriate money and regulate its expenditures," are hereby accepted by the State of West Virginia as to:

(a) Appropriations for the salaries of teachers, supervisors or directors of agricultural subjects.

(b) Appropriations for salaries of teachers of vocational and industrial subjects.

(c) Appropriations for the training of teachers of vocational subjects.

Sec. 132. **Custodian of Funds.** The state treasurer is hereby designated as the custodian of funds to be paid into the treasury of this state for vocational education and shall receive money paid to the state from the United States treasury under the provisions of said act of Congress and shall pay the same upon the warrant of the auditor of state when the same is certified by the state board of control.

Sec. 133. **State Board.** The state board of education is hereby designated as the state board to carry out the provisions of said act so far as the same relates to the co-operation of the states and the federal government and shall have full power to do all things necessary in the formulation or execution of plans for the promotion of education in agriculture, in trades and industries and to formulate and execute plans for the preparation of teachers of vocational subjects.

Section 133-a. The state of West Virginia does hereby, through its legislative authority, accept the provisions and benefits of the act of Congress, entitled, "An act to provide for the promotion of vocational

rehabilitation of persons disabled in industry or otherwise, and their return to civil employment," approved June second, one thousand nine hundred and twenty, and will observe and comply with all requirements of such act.

Sec. 133-b. The state treasurer is hereby designated and appointed custodian of all moneys received by the state from appropriations made by the Congress of the United States for vocational rehabilitation of persons disabled in industry or otherwise, and is authorized to receive and provide for the proper custody of the same and to make disbursements therefrom upon the order of the state board of education approved by the state board of control.

Sec. 133-c. The state board of education is hereby designated as a state board for the purpose of co-operating with the said federal board in carrying out the provisions and purposes of said federal act providing for the vocational rehabilitation of persons disabled in industry or otherwise and is empowered and directed to co-operate with said federal board in the administration of said act of Congress; to prescribe and provide such courses of vocational training as may be necessary for the vocational rehabilitation of persons disabled in industry or otherwise, and to provide for the supervision of such training; to appoint such assistants as may be necessary to administer this act and said act of Congress in this state; to fix the compensation of such assistants and to direct the disbursement and administer the use of all funds provided by the federal government or this state for vocational rehabilitation of such persons.

Sec. 133-d. It shall be the duty of the state board of education and the state compensation commissioner to formulate a plan of co-operation in accordance with the provisions of this act and said act of Congress, such plan to become effective when approved by the governor of the state.

Sec. 133-e. The state board of education is hereby authorized and empowered to receive such gifts and donations, either from public or private sources, as may be offered unconditionally or under such conditions related to the vocational rehabilitation of persons disabled in industry or otherwise as in the judgment of the state board are proper and consistent with the provisions of this act. All the moneys received as gifts or donations shall be deposited in the state treasury and shall constitute a permanent fund to be called the special fund for the vocational rehabilitation of disabled persons, to be used by the said board to defray the expenses of vocational rehabilitation in special cases, including the payment of necessary expenses of persons undergoing training. A full report of all gifts and donations offered and accepted, together with the names of the donors and the respective amounts contributed by each and all disbursements therefrom shall be submitted annually to the governor of the state by the said state board of education.

Sec. 133-f. There shall be appropriated a sum of money available for each fiscal year not less than a maximum sum which may be allotted to the state for the purposes set forth in said federal act.



**THE WEST VIRGINIA PART-TIME COMPULSORY LAW**  
(Passed 1921.)

Sec. 128. **Unemployed Children over Fourteen and Under Sixteen Shall Attend School.** Every child over fourteen and under sixteen years of age who is not engaged in some regular employment or business for at least six hours per day or who has not received written permission from the superintendent of schools of the city or county in which he resides, to engage in profitable employment at home, shall attend a public school day or other school day approved by the board of education of his school district or independent school district during the entire time the public schools are in session, subject to such exemptions as are provided for in section one hundred twenty-five\* of this act, except that no child over fourteen and under sixteen years of age shall be exempt from school attendance as herein required for the reason that he has completed an eight-years' course of study in the elementary and grammar schools or junior high schools of the state, if a high school or other school of advanced grades is provided within two miles of his home.

Sec. 129. Each minor over fourteen years of age and under sixteen years of age who is not in regular attendance upon a public, private or parochial school or who is regularly and lawfully employed in some occupation of service, unless such minor has completed eight years of elementary schooling, shall attend a part-time school or class in the district in which such minor resides or may be employed. Such attendance shall be for not less than four hours per week and not more than eight hours per week for each week which such school or class is in session until the total attendance amounts to at least one hundred and forty-four hours for the school year, except that the school authorities may, subject to the approval of the state superintendent of free schools, permit any such minor to increase the number of hours per week of required attendance and decrease the number of weeks of required attendance. The attendance upon a part-time school or class shall be between the hours of eight o'clock forenoon and five o'clock afternoon. **Provided, however,** that such persons shall be exempt from the foregoing requirements for any of the causes enumerated from (a) to (i) inclusive in section one hundred and twenty-two of chapter two of the acts of one thousand nine hundred and nineteen, regular session.

The parent, guardian or other person having the custody or control of a minor who is required under the provisions of this section to attend a part-time school or class shall cause such minor to attend such school or class. A parent, guardian or other person who refuses or fails to comply with this provision of the law shall be subject to the penalties provided in section one hundred and twenty-two of this chapter.

Any person, firm or corporation employing a minor between the ages of fourteen and sixteen years shall permit the attendance of such minor upon a part-time school or class whenever such part-time school



or class shall have been established in the district where the minor resides or may be employed, and upon the termination of employment of any such minor, the employer shall return within five days the employment certificate of such minor by mail to the school authorities and a person, firm or corporation employing a minor over fourteen years of age and less than sixteen years of age contrary to the provisions of this section shall be subject to the penalties provided in section one hundred and twenty-six of this chapter. A person, firm or corporation which has in its employ a minor who fails to attend a part-time school or class as required herein, shall immediately discontinue the services of such minor upon receiving from the school authorities written notice of the failure of such minor to attend such part-time school or class, and a person, firm or corporation violating this provision of law shall be subject to a fine of twenty-five dollars for each offense.

Boards of education of districts and independent districts are hereby authorized to establish and maintain part-time and evening schools and classes. The board of education in charge of the schools of each city having a population of more than ten thousand according to the United States census of one thousand nine hundred and twenty shall, commencing with the school year beginning the first day of July, one thousand nine hundred and twenty-two, establish and maintain part-time schools or classes. The board of education in charge of the school of any city, town or sub-district in which there are fifty or more minors above the age of fourteen years and under the age of sixteen years who are not in regular attendance upon approved instruction shall, commence with the school year beginning the first day of July, one thousand nine hundred and twenty-three, establish and maintain part-time schools or classes. Such schools or classes may be established in public school buildings, in other buildings especially adapted for their operation, in manufacturing or mercantile establishments and in factories. Such schools or classes, wherever they are established and maintained, shall be under the control and management of the board of education and shall be a part of the public school system of the city or district which maintains them.

Such part-time schools or classes shall be kept in session on the regular school days and for as many hours each school year between the hours of eight o'clock forenoon and five o'clock afternoon as shall be necessary to provide the required instruction for such minors who reside in the city, town or sub-district. The course of study in such part-time schools or classes shall be approved by the state board of education.

If the board of education of any district fails to comply with the requirements of this section, the state superintendent of free schools may at his discretion withhold all or a part of any state school funds due such district in any year. The failure of any officer to enforce the provisions of this section and section one hundred and twenty-eight of chapter two of the acts of one thousand nine hundred and nineteen, regular session, shall cause such officer to be subject to the penalties

prescribed in sections one hundred and twenty-five and one hundred and twenty-six respectively, of said chapter. The requirements of this section and the preceding section shall be enforced by the persons and in the manner prescribed for the enforcement of the requirements of sections one hundred and twenty-three to one hundred and twenty-seven inclusive of chapter two of the acts of one thousand nine hundred and nineteen, regular session.

All acts and parts of acts inconsistent herewith are hereby repealed.

\*Refers to section one hundred and twenty-two.

### THE SMITH-HUGHES ACT.

(Public, No. 347, Sixty-fourth Congress.)

(S. 703.)

An Act to provide for the promotion of vocational education; to provide for co-operation with the States in the promotion of such education in agriculture and the trades and industries; to provide for co-operation with the States in the preparation of teachers of vocational subjects; and to appropriate money and regulate its expenditure.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there is hereby annually appropriated, out of any money in the Treasury not otherwise appropriated, the sums provided in sections two, three, and four of this act, to be paid to the respective States for the purpose of co-operating with the States in paying the salaries of teachers, supervisors, and directors of agricultural subjects, and teachers of trade, home economics, and industrial subjects, and in the preparation of teachers of agricultural, trade, industrial, and home economics subjects; and the sum provided for in section seven for the use of the Federal Board for Vocational Education for the administration of this act and for the purpose of making studies, investigations, and reports to aid in the organization and conduct of vocational education, which sums shall be expended as hereinafter provided.

Sec. 2. That for the purpose of co-operating with the States in paying the salaries of teachers, supervisors, or directors of agricultural subjects there is hereby appropriated for the use of the States, subject to the provisions of this act, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$2,000,000; for the fiscal year ending June thirtieth, nine-

teen hundred and twenty-five, the sum of \$2,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of \$3,000,000. Said sums shall be allotted to the States in the proportion which their rural population bears to the total rural population in the United States, not including outlying possessions, according to the last preceding United States census: **Provided**, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than \$10,000 for any fiscal year thereafter, and there is hereby appropriated the following sums, or so much thereof as may be necessary, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$48,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$18,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$14,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$11,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$9,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$34,000; and annually thereafter the sum of \$27,000.

Sec. 3. That for the purpose of co-operating with the States in paying the salaries of teachers of trade, home economics, and industrial subjects there is hereby appropriated for the use of the States, for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$1,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$1,250,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$1,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$1,750,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$2,000,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$2,500,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, the sum of \$3,000,000; and annually thereafter the sum of \$3,000,000. Said sums shall be allotted to the States in the proportion which their urban population bears to the total urban population in the United States, not including outlying possessions, according to the last preceding United States census: **Provided**, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and twenty-three, nor less than \$10,000 for any fiscal year thereafter, and there is hereby appro-



priated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment to the States provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$66,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$46,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$34,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, the sum of \$28,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-two, the sum of \$25,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-three, the sum of \$22,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-four, the sum of \$19,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-five, the sum of \$56,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-six, and annually thereafter, the sum of \$50,000.

That not more than twenty per centum of the money appropriated under this act for the payment of salaries of teachers of trade, home economics, and industrial subjects, for any year, shall be expended for the salaries of teachers of home economics subjects.

Sec. 4. That for the purpose of co-operating with the States in preparing teachers, supervisors, and directors of agricultural subjects and teachers of trade and industrial and home economics subjects there is hereby appropriated for the use of the States for the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$500,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$700,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$900,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of \$1,000,000. Said sums shall be allotted to the States in the proportion which their population bears to the total population of the United States, not including outlying possessions, according to the last preceding United States census: **Provided**, That the allotment of funds to any State shall be not less than a minimum of \$5,000 for any fiscal year prior to and including the fiscal year ending June thirtieth, nineteen hundred and nineteen, nor less than \$10,000 for any fiscal year thereafter. And there is hereby appropriated the following sums, or so much thereof as may be needed, which shall be used for the purpose of providing the minimum allotment provided for in this section: For the fiscal year ending June thirtieth, nineteen hundred and eighteen, the sum of \$46,000; for the fiscal year ending June thirtieth, nineteen hundred and nineteen, the sum of \$32,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty, the sum of \$24,000; for the fiscal year ending June thirtieth, nineteen hundred and twenty-one, and annually thereafter, the sum of \$90,000.

Sec. 5. That in order to secure the benefits of the appropriations provided for in sections two, three, and four of this act, any State shall, through the legislative authority thereof, accept the provisions



of this act and designate or create a State board, consisting of not less than three members, and having all necessary power to co-operate, as herein provided, with the Federal Board for Vocational Education in the administration of the provisions of this act. The State board of education, or other board having charge of the administration of public education in the State, or any State board having charge of the administration of any kind of vocational education in the State may, if the State so elects, be designated as the State board, for the purposes of this act.

In any State the legislature of which does not meet in nineteen hundred and seventeen, if the governor of that State, so far as he is authorized to do so, shall accept the provisions of this act and designate or create a State board of not less than three members to act in co-operation with the Federal Board for Vocational Education, the Federal Board shall recognize such local board for the purposes of this act until the legislature of such State meets in due course and has been in session sixty days.

Any State may accept the benefits of any one or more of the respective funds herein appropriated, and it may defer the acceptance of the benefits of any one or more of such funds, and shall be required to meet only the conditions relative to the fund or funds the benefits of which it has accepted: **Provided**, That after June thirtieth, nineteen hundred and twenty, no State shall receive any appropriation for salaries of teachers, supervisors, or directors of agricultural subjects, until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers, supervisors, or directors of agricultural subjects, as provided for in this act, and that after said date no State shall receive any appropriation for the salaries of teachers of trade, home economics, and industrial subjects until it shall have taken advantage of at least the minimum amount appropriated for the training of teachers of trade, home economics, and industrial subjects, as provided for in this act.

Sec. 6. That a Federal Board for Vocational Education is hereby created, to consist of the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the United States Commissioner of Education, and three citizens of the United States to be appointed by the President, by and with the advice and consent of the Senate. One of said three citizens shall be a representative of the manufacturing and commercial interests, one a representative of the agricultural interests, and one a representative of labor. The board shall elect annually one of its members as chairman. In the first instance, one of the citizen members shall be appointed for one year, one for two years, and one for three years, and thereafter for three years each. The members of the board other than the members of the Cabinet and the United States Commissioner of Education shall receive a salary of \$5,000 per annum.

The board shall have power to co-operate with State boards in carrying out the provisions of this act. It shall be the duty of the Federal Board for Vocational Education to make, or cause to have

made studies, investigations, and reports, with particular reference to their use in aiding the States in the establishment of vocational schools and classes and in giving instruction in agriculture, trades and industries, commerce and commercial pursuits, and home economics. Such studies, investigations, and reports shall include agriculture and agricultural processes and requirements upon agricultural workers, trades, industries, and apprenticeships, trade and industrial requirements upon industrial workers, and classification of industrial processes and pursuits; commerce and commercial pursuits and requirements upon commercial workers; home management, domestic science, and the study of related facts and principles; and problems of administration of vocational schools and of courses of study and instruction in vocational subjects.

When the board deems it advisable such studies, investigations, and reports concerning agriculture, for the purposes of agricultural education, may be made in co-operation with or through the Department of Agriculture; such studies, investigations, and reports concerning trades and industries, for the purposes of trade and industrial education, may be made in co-operation with or through the Department of Labor; such studies, investigations, and reports concerning commerce and commercial pursuits, for the purposes of commercial education, may be made in co-operation with or through the Department of Commerce; such studies, investigations, and reports concerning the administration of vocational schools, courses of study and instruction in vocational subjects, may be made in co-operation with or through the Bureau of Education.

The Commissioner of Education may make such recommendations to the board relative to the administration of this act as he may from time to time deem advisable. It shall be the duty of the chairman of the board to carry out the rules, regulations, and decisions which the board may adopt. The Federal Board for Vocational Education shall have power to employ such assistants as may be necessary to carry out the provisions of this act.

Sec. 7. That there is hereby appropriated to the Federal Board for Vocational Education the sum of \$200,000 annually, to be available from and after the passage of this act, for the purpose of making or co-operating in making the studies, investigations, and reports provided for in section six of this act, and for the purpose of paying the salaries of the officers, the assistants, and such office and other expenses as the board may deem necessary to the execution and administration of this act.

Sec. 8. That in order to secure the benefits of the appropriation for any purpose specified in this act, the State board shall prepare plans, showing the kinds of vocational education for which it is proposed that the appropriation shall be used; the kinds of schools and equipment; courses of study; methods of instruction; qualifications of teachers, and, in the case of agricultural subjects, the qualifications of supervisors or directors; plans for the training of teachers; and, in the case of agricultural subjects, plans for the supervision of agri-

cultural education, as provided for in section ten. Such plans shall be submitted by the State board to the Federal Board for Vocational Education, and if the Federal Board finds the same to be in conformity with the provisions and purposes of this act, the same shall be approved. The State board shall make an annual report to the Federal Board for Vocational Education, on or before September first of each year, on the work done in the State and the receipts and expenditures of money under the provisions of this act.

Sec. 9. That the appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects and of teachers of trade, home economics, and industrial subjects shall be devoted exclusively to the payment of salaries of such teachers, supervisors, or directors having the minimum qualifications set up for the State by the State board, with the approval of the Federal Board for Vocational Education. The cost of instruction supplementary to the instruction in agricultural and in trade, home economics, and industrial subjects provided for in this act, necessary to build a well-rounded course of training, shall be borne by the State and local communities, and no part of the cost thereof shall be borne out of the appropriations herein made. The moneys expended under the provisions of this act, in co-operation with the States, for the salaries of teachers, supervisors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, shall be conditioned that for each dollar of Federal money expended for such salaries the State or local community, or both, shall expend an equal amount for such salaries; and that appropriations for the training of teachers of vocational subjects, as herein provided, shall be conditioned that such money be expended for maintenance of such training and that for each dollar of Federal money so expended for maintenance, the State or local community, or both, shall expend an equal amount for the maintenance of such training.

Sec. 10. That any State may use the appropriation for agricultural purposes, or any part thereof allotted to it, under the provisions of this act, for the salaries of teachers, supervisors, or directors of agricultural subjects, either for the salaries of teachers of such subjects in schools or classes or for the salaries of supervisors or directors of such subjects under a plan of supervision for the State to be set up by the State board, with the approval of the Federal Board for Vocational Education. That in order to receive the benefits of such appropriation for the salaries of teachers, supervisors, or directors of agricultural subjects the State board of any State shall provide in its plan for agricultural education that such education shall be that which is under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and be designed to meet the needs of persons over fourteen years of age who have entered upon or who are preparing to enter upon the work of the farm or of the farm home; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the



State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement for such education in schools and classes in the State; that the amount expended for the maintenance of such education in any school or class receiving the benefit of such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal Board as the minimum for such schools or classes in the State; that such schools shall provide for directed or supervised practice in agriculture, either on a farm provided for by the school or other farm, for at least six months per year; that the teachers, supervisors, or directors of agricultural subjects shall have at least the minimum qualifications determined for the State by the State board, with the approval of the Federal Board for Vocational Education.

Sec. 11. That in order to receive the benefits of the appropriation for the salaries of teachers of trade, home economics, and industrial subjects the State board of any State shall provide in its plan for trade, home economics, and industrial education that such education shall be given in schools or classes under public supervision or control; that the controlling purpose of such education shall be to fit for useful employment; that such education shall be of less than college grade and shall be designed to meet the needs of persons over fourteen years of age who are preparing for a trade or industrial pursuit or who have entered upon the work of a trade or industrial pursuit; that the State or local community, or both, shall provide the necessary plant and equipment determined upon by the State board, with the approval of the Federal Board for Vocational Education, as the minimum requirement in such State for education for any given trade or industrial pursuit; that the total amount expended for the maintenance of such education in any school or class receiving the benefit of such appropriation shall be not less annually than the amount fixed by the State board, with the approval of the Federal Board, as the minimum for such schools or classes in the State; that such schools or classes giving instruction to persons who have not entered upon employment shall require that at least half of the time of such instruction be given to practical work on a useful or productive basis, such instruction to extend over not less than nine months per year and not less than thirty hours per week; that at least one-third of the sum appropriated to any State for the salaries of teachers of trade, home economics, and industrial subjects shall, if expended, be applied to part-time schools or classes for workers over fourteen years of age who have entered upon employment, and such subjects in a part-time school or class may mean any subject given to enlarge the civic or vocational intelligence of such workers over fourteen and less than eighteen years of age; that such part-time schools or classes shall provide for not less than one hundred and forty-four hours of classroom instruction per year; that evening industrial schools shall fix the age of sixteen years as a minimum entrance requirement and shall confine instruction to that which is supplemental to the daily employment; that the teachers of any trade or industrial subject in any State shall have at least the



minimum qualifications for teachers of such subject determined upon for such State by the State board, with the approval of the Federal Board for Vocational Education: **Provided, That** for cities and towns of less than twenty-five thousand population, according to the last preceding United States census, the State board, with the approval of the Federal Board for Vocational Education, may modify the conditions as to the length of course and hours of instruction per week for schools and classes giving instruction to those who have not entered upon employment, in order to meet the particular needs of such cities and towns.

Sec. 12. That in order for any State to receive the benefits of the appropriation in this act for the training of teachers, supervisors, or directors of agricultural subjects, or of teachers of trade, industrial or home economics subjects, the State board of such State shall provide in its plan for such training that the same shall be carried out under the supervision of the State board; that such training shall be given in schools or classes under public supervision or control; that such training shall be given only to persons who have had adequate vocational experience or contact in the line of work for which they are preparing themselves as teachers, supervisors, or directors, or who are acquiring such experience or contact as a part of their training; and that the State board, with the approval of the Federal Board, shall establish minimum requirements for such experience or contact for teachers, supervisors, or directors of agricultural subjects and for teachers of trade, industrial, and home economics subjects; that not more than sixty per centum nor less than twenty per centum of the money appropriated under this act for the training of teachers of vocational subjects to any State for any year shall be expended for any one of the following purposes: For the preparation of teachers, supervisors, or directors of agricultural subjects, or the preparation of teachers of trade and industrial subjects, or the preparation of teachers of home economics subjects.

Sec. 13. That in order to secure the benefits of the appropriations for the salaries of teachers, supervisors, or directors of agricultural subjects, or for the salaries of teachers of trade, home economics, and industrial subjects, or for the training of teachers as herein provided, any State shall, through the legislative authority thereof, appoint as custodian for said appropriations its State treasurer, who shall receive and provide for the proper custody and disbursements of all money paid to the State from said appropriations.

Sec. 14. That the Federal Board for Vocational Education shall annually ascertain whether the several States are using, or are prepared to use, the money received by them in accordance with the provisions of this act. On or before the first day of January of each year the Federal Board for Vocational Education shall certify to the Secretary of the Treasury each state which has accepted the provisions of this act and complied therewith, certifying the amounts which each State is entitled to receive under the provisions of this act. Upon such certification the Secretary of the Treasury shall pay quar-

terly to the custodian for vocational education of each State the moneys to which it is entitled under the provisions of this act. The moneys so received by the custodian for vocational education for any State shall be paid out on the requisition of the State board as reimbursement for expenditures already incurred to such schools as are approved by said State board and are entitled to receive such moneys under the provisions of this act.

Sec. 15. That whenever any portion of the fund annually allotted to any State has not been expended for the purpose provided for in this act, a sum equal to such portion shall be deducted by the Federal Board from the next succeeding annual allotment from such fund to such State.

Sec. 16. That the Federal Board for Vocational Education may withhold the allotment of moneys to any State whenever it shall be determined that such moneys are not being expended for the purposes and under the conditions of this act.

If any allotment is withheld from any State, the State board of such State may appeal to the Congress of the United States, and if the Congress shall not direct such sum to be paid, it shall be covered into the Treasury.

Sec. 17. That if any portion of the moneys received by the custodian for vocational education of any State under this act, for any given purpose named in this act, shall, by any action or contingency, be diminished or lost, it shall be replaced by such State, and until so replaced no subsequent appropriation for such education shall be paid to such State. No portion of any moneys appropriated under this act for the benefit of the States shall be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings or equipment, or for the purchase or rental of lands, or for the support of any religious or privately owned or conducted school or college.

Sec. 18. That the Federal Board for Vocational Education shall make an annual report to Congress, on or before December first, on the administration of this act, and shall include in such report the reports made by the State boards on the administration of this act by each State and the expenditure of the money allotted to each State.

Approved, February 23, 1917.









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